**CoDA 4th Quarter Service Report for 2018**

Co-Dependents Anonymous, Inc.  Hereinafter "CoDA, Inc." or simply "CoDA"

PO Box 33577, Phoenix, AZ 85067 602-277-7991 or 888-444-2359 [www.coda.org](http://www.coda.org/)

(Due to Q3 having an early cut off, this covers the period from 9/4/18 – 12/31/18)

**CoDA Board**

This quarter featured productive exchanges with the Events committee about the Atlanta site of the 2019 CSC/ICC. We also discussed locating the CSC/ICC in Canada in 2020.

Working with historical CoDA documents presently warehoused in Phoenix, we learned that the second CSC ever held was hosted by Canada.  The records include supplemental information, recordings and reports. The Board is investigating methods to retrieve and digitize this information, to make it available on the CoDA website.

Website activity: The website is still in development regarding database features, the date of launch, and thorough reporting.

Analysis of visits to the CoDA.org website revealed that it is mostly newcomers who visit the site, in search of a meeting. Accordingly, the Board asked the website developers to give some long overdue attention to the functionality of the meeting locator, to expedite the way that newcomers find a meeting. Those changes are in progress and will be incorporated into the new website.

The Board is working on hiring an additional Spanish translator to expedite CoDA literature to be translated, proofed and published in Spanish.

A glitch with the platform that hosted the English *Fellowship Forum* and the Spanish *Foro de Información para Codependientes* lead to a successful search for a different host platform. This permitted the resumption of the monthly Forum programs.

Following the 2018 CSC, the Board decided to continue searching for a text message provider, a project that will affect both the Communications Committee and Spanish Outreach. No decisions have been made yet on a provider.

Members: Jen L/NV, Chair, Don B/SoCal, Vice Chair, Salle/NorCal, Treasurer, Nancy O/Canada, Secretary, Matt T/TX, Linda A/SoCal

CoDependents Anonymous, Inc

PROFIT AND LOSS

October - December, 2018

TOTAL Income

4020 DONATIONS - 7TH TRADITION 9,302.28

4020.1 Donation-ERR 883.21

4020.2 Donation Directed H & I Books 223.60

4020.4 Donation-International 3.93

4020.5 Donation-Gratitude Month 122.16

4020.7 Donation-Recovery Celebration 42.00

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Total 4020 DONATIONS - 7TH TRADITION 10,577.18

4030 INTEREST INCOME 35.10

4060 ROYALTY INCOME 38,984.93

4070 CONVENTION Income 7,312.86

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Total Income $56,910.07

GROSS PROFIT $56,910.07

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Expenses

7000 OPERATING EXPENSES

7005 Bank Service Charges 10.00

7005.1 EB Fees 251.42

7005.2 EB Payt Processing 114.35

7005.5 EasyTithe Fees 98.46

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Total 7005 Bank Service Charges 474.23

7010 Copying & Printing 54.40

7015 Postage & Shipping 316.42

7020 Supplies 48.58

7025 Telephone, Electonic Conferencing 1,588.50

7032 Value of H & I Books Given Away 753.88

7040 Web Domain & Hosting 505.56

7045 Software Purchases 961.29

7055 CoDA TRO 5,432.71

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Total 7000 OPERATING EXPENSES 10,135.57

7100 EVENTS

7105 Catering 10,726.20

7110 Events Misc. 1,542.51

7115 Copying, Printing & Supplies 615.04

7125 Equipment 5,416.62

7130 Conference, Convention, Meeting 0.00

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Total 7100 EVENTS 18,300.37

7300 Contract Services

7302 Fellowship Workers 5,417.92

7304 Website Developer 300.00

7305 Management Consultants 8,910.00

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Total 7300 Contract Services 14,627.92

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7350 Legal & Professional

7350.1 Legal Fees 2,743.00

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Total 7350 Legal & Professional 2,743.00

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7355 Translation Services 6,436.56

8500 Travel

8510 General Travel Exp.

8510.1 AirFare 1,898.35

8510.2 Lodging 252.38

8510.3 Meals 671.25

8510.4 Mileage 686.11

8510.5 Misc. Travel Expenses 48.00

Total 8510 General Travel Exp. 3,556.09

8535 Committee CSC Travel Exp 260.51

8535.1 CSC- Airfare 9,061.85

8535.2 CSC - Lodging 12,467.61

8535.3 CSC - Meals 9,707.47

8535.4 CSC - Mileage 1,704.95

8535.5 CSC - Misc. Travel Exp. 979.34

8535.6 CSC - Parking 353.18

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Total 8535 Committee CSC Travel Exp 34,534.91

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Total 8500 Travel 38,091.00

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Total Expenses $90,334.42

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NET OPERATING INCOME $ -33,424.35

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NET INCOME $ -33,424.35

**Board - SOS (Our Management Company)**

This quarter was busy with the CSC and ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked on banking issues and updates in SmartSheet. The work of the ERR’s was started and completed throughout the quarter.

**Board:** Assist the Board of Trustees in different ways including board meeting attendance, prep, minutes and follow-up work. Respond to requests as needed. Keep in the loop on all Board issues. Prep and attendance at the 2018 CSC, including pre-and post CSC board meetings. Post-board work including updates with bank, liaison and board lists, minutes and motions. Assisted with setting up a Zoom account as an alternative to Skype.

**CSC:** Had two staff members on site to assist with CSC business including making motion changes in the motions database and on the screen, posting PowerPoints for committees and other business services as needed throughout the event. This year we had a “Sharing” area where we took audio testimonials as well.

**Legal:** Helped with documents to be signed through DocHub, posting legal documents, receiving and storing documents.

**Phone Calls:** Ongoing phone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls has declined overall, but is steady. We track each call in SmartSheet and share information with the Communications Chair.

**Policies and Procedures:** Assisted CoNNections and TMC this quarter.

**Website:** Ongoing work in tracking website changes, work with the website liaison for all updates and tasks to insure timely and efficient website maintenance. Part of website revision and assisting all parties.

We have been very interactive with the Web, Communications, Events, Accounting and Board liaisons as well as the CSC pre and post work. We welcome the opportunity to continue to assist in ongoing projects

**Email List Coordinator**

Please consider sharing the CoDA email lists with your home meetings, so we can continue to grow our subscribers. Along with the online CoDA Fellowship Forum, the email lists are our #1 means of communication with the fellowship. The growth of our subscriber numbers has slowed, (Especially for “General Announcements”), and your help in getting the word out is greatly appreciated. Members can sign up here: <http://www.codependents.org> and view past all past email announcements at: <http://codependents.org/cgi-bin/dada/mail.cgi>

Subscription statistics as of 1/7/19 are as follows:

CoDA Announcements: 5740 (up from 5729 on 9/4/18)

Co-NNections Weekly
Reading List: 10,307 (up from 10,081 on 9/4/18)

QSR List: 3117 (up from 3063 on 9/4/18)

H&I List: 2634 (up from 2525 on 9/4/18)

Events (new list) 1396 (New list; created aprox 10/1/18)

Meeting Contacts 867 (up from 516 on 9/4/18)

To make sure your subscription doesn’t fail:

1. Please check the spelling of your email address carefully.
2. The spam filters on members’ email providers (not CoDA’s). These filters have blocked some subscription attempts. To avoid this, read the “[Email Whitelist Instructions](http://coda.org/index.cfm/emailsignup/#collapseFive)” before subscribing: <http://coda.org/index.cfm/emailsignup/> and then use the suggestions for your email provider, as they will likely solve the issue.
* Subscribing via one email provider and then forwarding CoDA emails to your phone or another email address can cause problems. Successful receipt of CoDA emails is more likely if you subscribe using the address where you will actually read them.

The new Events list has been extremely successful in attracting subscribers. I have never seen a list grow this fast. A flyer was passed out at CSC & ICC that may have helped.

From 9/4/18 – 12/31/18, 35 announcements were sent out on the CoDA Announcements list; additional announcements were sent on the Co-NNections’ Weekly Readings; & emails were sent to CoDA Service Conference (CSC) trusted servants & delegates.

I am maintaining several audio web pages for CoDA: both Fellowship Forums (English <http://www.codependents.org/2018/2018_ff.htm>

& Spanish [http://www.codependents.org/ESP/ESP\_ff.htm](http://www.codependents.org/ESP/ESP_ff.htm%20)

Plus CSC 2017 [http://www.codependents.org/2017/2017\_CSC\_Audio.htm](http://www.codependents.org/2017/2017_CSC_Audio.htm%20)

& CSC 2018 <http://www.codependents.org/2018_CSC_Audio/2018_CSC.htm>

I also continue to facilitate the CoDA Service Conference Prep Work Group, along with the Events Chair, the Voting Entity Liaison, the Work Group’s Board Liaison, & for 2019 we have added a member of the on site hosting committee. I feel it was very successful last year in team building, centralizing CSC, ICC & Voting Delegate Communication, & both minimizing & putting out “fires”. Goals for 2019 include getting a somewhat set timeline, so it will not need to be researched & recreated each year, & continuing to upgrade the internet streaming experience.

I have also been invited by the board to participate in portions of the transition to our new web site that are relevant to my duties.

A reminder to all CoDA committees: the Email Lists are here for YOU! If you would like information or an announcement sent out to the CoDA Fellowship, please email it, in plain text or .doc formatting (we also can now embed small graphics in the email announcements), to codalist@coda.org .

In Service,

Geff R

CoDA Email List Coordinator codalist@coda.org

**CoDA Resource Publishing (CoRe)**

All our co-opted CoRe board members were voted on at CSC 2018, Gerry as Trustee, Addie as Secretary and Yvonne as our Alternate.

We met via phone conference in Nov and Dec, plus another meeting in Dec where we specifically discussed aspects of our move of fulfillment center.

This work has been our major focus for the last months culminating in the physical move of inventory in Jan 2019. We have given notice to our contractors in NC who have been our bookkeepers, customer service and dispatch contractors in an arrangement which grew informally since CoRe’s inception. Our new webstore has brought more business and it became increasingly apparent that they were no longer able to keep up with our requirements.

Reviewing all our operations is part of our strategic plan developed in Feb 2016. A subgroup of the board has done a huge amount of work putting out RFPs, comparing costs and service levels of dozens of fulfillment centers all over the US. Having taken a GC on our first choice, contracts have been signed and we will commence dispatch and customer service during the first weeks of 2019. The new fulfillment center dispatches daily so the fellowship will receive materials much sooner. We have also had to engage a new bookkeeper familiar with our commercial software (part of our webstore) and that process is in hand. An attorney has also been engaged.

We had record sales at CSC San Diego where we sold all materials at a discount of 30%.

A new item, **CoDA Prayers** has been added to the inventory and other items, in English and Spanish are in the pipeline for 2019.

We continue to supply free literature kits to new meetings.

**Royalties paid during Q4 2018**

for Sept 2018 $13,960.40

for Oct 2018 $13,864.27

for Nov 2018  $ 8,680.67

Total paid to CoDA during Q4 2018 =    $36,505.34

7th Tradition paid in Q4 2018 for Q3 2018 = $438.27\*

 \*These are 7th tradition payments made by members of the Fellowship via CoRe to CoDA

**7th Tradition paid in Q4**

 \*These are 7th tradition payments made by members of the Fellowship via CoRe to CoDA

**CoRe Board**: Dagmar (Chair), Barbara (Treasurer), Liliana (Spanish Liaison), Gerry (Print & Publication Liaison), Addie (Secretary) & Yvonne (Marketing & Projects)

**Communications Committee**

Report, submitted by; Kaga, Chair

The Communications Committee was unable to coordinate a meeting for November and December 2018. However all members were actively conducting their many support services to the fellowship and the permanent work groups during that period. The core Committee members have continued to be proactive in their outreach recruiting efforts as well as staying in touch with recruit candidates from the San Diego 2018 ICC. The Committee continues to support the email and Cphone work groups, who are now working with txt messaging. The Cphone team had (1) service volunteer resign for personal reasons.

During this past 4qtr com members have been discussing numerous agenda work possibilities as we are now seemingly finished with the administrative duties that instigated the formation of the very important CoDA Ad hoc committee.

Membership

Chair: Kaga:– Virginia

Co-chair: Jeanne B:– Tennessee

John:– Pennsylvania

Allan:– California

Committee: comm@coda.org

Permanent Working Groups

CoDA Phone (cphone) cphone@coda.org

Allan B.

Jeanne B

CoDA Email Team (CET) bizcet@coda.org

Allan B.

Marilyn P.

Friday Fellowship Items Review Group ffirg@coda.com

(Now serving advisory role to Mail List coordinator

Tina Z and Dan R.

Associated CoDA contractors

Mail List Coordinator Geff

Meeting & phone coordinator Joan O.

Board Liaison Matt, Backup Salle.

**Co-NNections Committee**

We have had several Chair Changes in the 3rd & 4th quarters.

Through October 3rd, the Chair Was Don B (So Cal) & the Vice Chair was Geff R (WA). From Oct 3-Dec 31, the chair was Geff R (WA) & the Dual vice-chairs were Faith J (Canada) & Maria S. (New Zealand). Moving forward, our current Chair is Faith J, & Vice Chair is Maria S.

The Co-NNections Committee works to inspire the fellowship through publication of the **Weekly Reading** and **Meeting in Print**. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency. We currently have six members.

This quarter, **Co-NNections** studied both its Policies and Procedures Manual to ensure that it accurately reflects our mission, as well as our website pages for accuracy and clarity. We also had an in person, face to face, meeting just before the Service Conference in San Diego.

The Committee continues to develop new and creative methods of increasing article submissions. The supply of recovery stories, for both **Weekly Reading** and **Meeting in Print**, is up and, as of December 31st, 2018, reflects a healthy level of participation. The **Weekly Reading** subcommittee sent out new fellowship recovery stories each week of 2018.

Issue ten of **Meeting in Print** has been completed and posted. To read **Meeting in Print** on the CoDA website go here: <http://connections.coda.org/index.cfm/mip/>.

Audio and video fellowship submissions may be added to future issues. In addition to submissions in audio and video, the **Meeting in Print** subcommittee publishes longer fellowship recovery stories, poems and art. To submit a recovery story or volunteer for a service position on this subcommittee, please send an email to: [mip@coda.org](https://mail.tigertech.net/src/compose.php?send_to=mip@coda.org).

The **Weekly Reading Subcommittee** has sent out an original inspirational story of recovery from the fellowship every week. To subscribe to the readings, please go here: <http://www.codependents.org/>

To submit a story to **Weekly Reading**, please go here: <http://connections.coda.org/index.cfm/submit-article/>.

To volunteer for a service position, please email connections@coda.org

Everyone has a story that can help another codependent. Simply address the following questions in your submission: "What was it like? What happened? What's it like now?", or write about a codependency recovery topic that interests you, such as sponsorship, boundaries, service, communication, working the Steps – the possibilities are endless!

To see the current weekly reading, go to: <http://connections.coda.org/>. Previous readings (2015-2018) can be viewed here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/> while even older, pre-2015, readings may be found here: <http://connections.coda.org/index.cfm/categories/>.

Members: Faith J, Canada, Chair; Maria S, New Zealand, Vice Chair, Geff R, Washington, Weekly Readings Sub Committee Chair;  Resa G., Minnesota, Meeting In Print Sub-Committee Chair, Laurel H, Utah, Weekly Readings Sub Committee ; Lana H, Nevada, Meeting In Print Sub Committee, Linda A, (So Cal) Board Liaison.

**Events Committee**

Chair-Katherine T, Vice Chair-Florence F, Secretary- Kevin M

Workshops/Speakers- Kathy H, Registration-Laraine C, Technical- Kirk L, Retreats-Sharon M

This quarter has been spent working to plan and coordinate the 2019, and 2020 CSC/ICC

2019-

* Atlanta dates for CSC changed to Monday September 9 to Thursday September 12, and ICC Friday September 13 to Sunday September 15 due to conflict with Jewish holiday. Contract has been signed by Board and submitted to hotel
* We have had our monthly conference calls after completing 2018 CSC/ICC and have our new positions set for the year
* Our next call is Jan 22. We will finalize GC for Atlanta flyer, Event Brite, replacing stolen equipment, video and audio streaming, and site visits
* Goal is to have Eventbrite and Flyer up and ready by end of January
* We ask that committees planning to do a face-to-face in Atlanta or other committees to let us know if they need meeting places asap so we can make arrangements
* Policy & procedure revision underway with goal to complete by end of q 1

2020- Canada

* Had a conference call with all of Canada to discuss location.
* Will schedule next call for last week of January to discuss and make final decision.
* Based on surveys looking to do in summer months, and alternate venue such as University campus
* Locations in running are Vancouver, Winnipeg, and Ontario

2021- TBD

* Have no applications at this time
* Sent application to Oregon.
* Will send out announcement for interested intergroups.

**Finance Committee**

During the 4th quarter the Committee met at CoDA Service Conference (CSC) several times to finalize the budget with other committees and the Board. We then met monthly after CSC. The focus of the 4th quarter was to present the budget at CSC and then to get all the Expense Reimbursement Requests (ERRs) paid as quickly as possible. We have processed over 90 ERRs this year and more than half have been in the 4th quarter. All ERRs have been processed and checks issued in 2018. CSC approved the budget of $262,868 for 2019 with a projected negative cash flow of $19,568. At CSC Lou L resigned as chair of the Finance Committee. The committee member who was shadowing to be the next chair resigned from the committee in September so we have been rotating the duties of the chair through the committee members. At CSC we were able to recruit three prospective members who committed to try out the committee for three months. Two of them have decided that now is not the time to be on the committee due to other commitments.

As the committee worked through the ERRs for CSC, it became apparent that there were some areas in the Expense Reimbursement Policy (ERP) that needed more clarification. The committee is starting to work on those. We also adjusted the ERR form to reflect the new mileage rate ($0.58) and Per Diem ($55 for Face to Face, $66 for CSC) rates for 2019.

A preliminary look at CoDA’s books show that we had income increase by 18% or up $33,000. Income was almost $214,000,or 95% of Budget. Expenses for 2018 were up about 10% or $16,000. Total expenses of almost $170,000 was only about 73% of budget. This resulted in positive a cash flow of over $40,000. The books have not been closed for the year so this is just a preliminary look at the year.

Thank you for your support of CoDA, Inc.

The Finance Liaison assignments are as follows.

| Class (Accounting grouping) | Finance Liaisons  | F2F Rotation |
| --- | --- | --- |
| Board:  | Lou L/ | Yearly x2 |
| Communications (Comm):  | Jack S/ | 2019-4 |
| Co-NNections:  | Jack S/ | 2021-4 |
| Events:  | Addie M/Lou L | 2021-3 |
| Finance:  | Lou L/Susan A | 2020-4 |
| Hospitals & Institutions (H&I):  | Addie M/Susan A | 2021-1 |
| Issues Mediation (IMC):  | Susan A/Jack S | 2020-1 |
| Literature:  | Addie M/Jack S | 2021-2 |
| Outreach:  | Susan A/Addie M | 2019-1 |
| Service Structure (SSC):  | Lou L/ Susan A | 2020-2 |
| Spanish Outreach (SPO):  | Lou L/Jack S | 2019-2 |
| Translation Management (TMC):  | Susan A/Lou L | 2020-3 |
| World Connections Committee (WCC):  | Jack S/Lou L | 2019-3 |
| TROs (Attending CoDA Service Conference) | Addie M/Lou L | CSC |
| Updated 11/15/18 |  |  |

Respectfully submitted by the Finance Committee approval through Group Conscience.

**Members of the Finance Committee:**

Addie M. (SoCAL)

Jack S. (NorCAL)

Lou L. (IL)

Michelle B (SoCAL)

Susan A, (SoCAL)

Salle H., (NorCAL) Board Liaison and Treasurer of CoDA Board, Inc.

Nancy O., (Canada) Board Back Up

**Hospitals & Institutions Committee (H&I)**

 This quarter, our committee had three regular teleconferences. We presented a workshop on the H&I Service Handbook at the Convention in October and gained three new members at the Conference: Kathy H from PA, Jim K from PA, and France from CA.

We are working on an H&I Service Handbook to facilitate the guidance of members who wish to help the Codependent who still suffers in residential facilities where attendance at meetings open to the public is restricted

Some other projects we are working on include:

* Storing spreadsheet data, deciding what to keep and for how long.
* Redacting committee meeting minutes to put on the web site.
* Updating the Policy and Procedure Manual to reflect the new process of ordering Books for Inmates and Institutions (BFII)
* Continue to update our website.

We received 21 requests in December. All were new individuals except 2 which we had received letters from before, and 7 came from facilities that were new to us. 18 responses were sent. Three came from one facility where CoDA members lead the meetings.

We had contact with four facilities this quarter that we sent books to that were not part of letters requesting literature.

 Books for Inmates and Institutions

|  |
| --- |
| **Literature ordered in Q4 2018** |
| Piece of literature | 4th Q Total 2018 | Totals for 2018 |
| Co-Dependence Anonymous Book | 55 | 206 |
| Co-Dependence Anonymous Pocket Book-SP | 9 | 19 |
| 12 Steps & 12 Traditions Workbook | 22 | 108 |
| 12 Steps & 12 Traditions Workbook-SP | 4 | 15 |
| In This Moment | 0 | 8 |
| Standard Packet (a set of pamphlets and booklets CoRe donates) | 9 | 41 |
| Standard Packet-SP | 2 | 3 |
| CoDA Meeting Handbook/MSP | 0 | 0 |
| Institutional Meeting Handbooks | 5 | 18 |
| Library in English (includes In This Moment) | 3 | 3 |
| Library in Spanish | 2 | 2 |
| Other | 2 | 6 |
|  **Total** | **113** | **429** |

The Inmate Sponsorship Program has had no new requests for sponsors this quarter. Currently all requesting sponsee’s have been matched with sponsors, but, if you are working with a sponsor or co-sponsor, have worked the Twelve Steps, and want to grow in your recovery through service, check out the Inmate Sponsorship Program. Contact Jim B. at inmatesponsorship@coda.org and ask for an application and more information will be sent to you. We want to thank our current and future sponsors.

**Committee members:**

Terry D., CT Acting Chair

Kathy L. IL Snail mail Corresponding Secretary

Deborah B., CA Assistant Corresponding Sec’y

France W., CA e-mail Corresponding Secretary

Lou L., IL Literature Distribution Coordinator

Darlene H., CA Recording Secretary

Jim B., AL Sponsorship Coordinator

Kathy H., PA member at large

Jim K., PA member at large

**Issues & Mediation Committee (IMC)**

The Issues Meditation Committee meets by teleconference call on the third Sunday of each month. We use Zoom.us as the platform for our meetings.

**Current IMC CASES:**

We do not currently have any actual “cases”; yet have been involved in communications with a number of Voting Entity local level fellowship issues/concerns. Prior to CSC (CoDA Service Conference) and during CSC, IMC was involved in mediating a concern with Netherlands regarding CoDA translation issues with the CoDA Board and TMC (Translation Mediation Committee). After careful consideration, IMC supported the CoDA Board with following the legal advice from the CoDA legal representation.

**VOTING ENTITY SPLIT:**

One request for Voting Entity Split – this is still under review.

**VOTING ENTITY ISSUES (VEI’s):**The FSM (Fellowship Service Manual) experienced significant updates during CSC. The changes streamlined and clarified the process. FSM can be located at www.CoDA.org

Thank you CoDA Fellowship for electing us and allowing each of us to do service on this committee.

Yours in Service,

Gail S - IMC Chair

**CURRENT MEMBERS:**
**Returning members from 2018:Gail S. (NV – Nevada) (Chair)**
Greg B. (MN - Minnesota) (Vice Chair)
Steve S (FL - Florida) (VEL – Voting Entity Liaison)
Liliana R. (Colombia)
Andrea S. (Italy)
Darlene H (SoCAL - Southern California)
**New members added from 2018 CSC:**
Theresa K (TX - Texas)
Kris K (OR - Oregon)
Christian J (IL - Illinois)

Board Liaison: Jen I Back up Board Liaison:

**Literature Committee**

The committee would like to acknowledge the many contributions of two retiring members, Joan O and Judi T. Both of them were members of the CLC for more than two decades and each of them has made countless contributions to every new and revised piece of literature we have produced in that time. Most recently, they were both active members of the subcommittee that produced *Traditionally Speaking.* We will miss them both.

Activities this Quarter:

* Five of our members were present at the 2018 CSC. Our motion to accept a new piece of literature entitled *Traditionally Speaking* was approved. Since the CSC, this piece has been submitted to CoRe which has prepared a blue line document for final review by the CLC.
* Working with CoRe to correct some errors in the new piece of literature entitled *CoDA Prayers*
* Reorganized the CLC with specific roles assigned to specific members of the committee
* Working to review (for style and possible violations of the 12 Traditions) the two service pieces from Northern California CoDA provisionally approved at the CSC.
* Formed a subcommittee to review and revise all existing pamphlets. Some of these are quite dated, e.g. references are made to “CoDA National” instead of “CoDA World”.
* We created a new email account to be the owner of all our documents. Until now, various committee members have owned individual documents which can create problems for the committee if those members leave the CLC. We will be working to create a disciplined process for organizing and storing our documents.

Other plans for the coming year:

* Reactivate the subcommittee working on the new piece *Growing Up in CoDA*
* Revise the CLC Policy and Procedures Manual to reflect changes approved by the CSC.
* Consider ways to publish the stories collected by the Story Gatherers project. It is our intent to update the book *Co-Dependents Anonymous* (aka “the blue book”) with new stories from current members, but since we are having trouble getting people to write their stories, it may be awhile before we have enough to make this useful. In the meantime, the people who have given us their stories deserve to have them shared with the members in some other format.

Committee Members: Alyse J (co-chair), Terry D (co-chair), Abbey K, Anita F, Barbara L, J W, Leslie C, Scott P, Teresa M

**Outreach Committee**

Since the CSC in October, the Outreach Committee has met twice. The Committee meets on the Third Sunday using Skype 365, each month.

Members who attended the CSC discussed Motions, our presentation for Outreach and other experiences from the Conference. We also welcomed our new Board Liaison, Nancy O. of New Brunswick, Canada. At CSC We hoped to recruit new members for the Outreach Committee but that did not happen. Hopefully we will find volunteers who will want to collaborate with us on some of our projects.

The Committee prioritized some items that we had not completed from last year. Two workgroups were formed: To start, Gerry B. will join part of our committee members to update our Outreach website while another group will work on sorting and vetting meeting Formats to use as templates. We also need to request help in these and other areas on which we plan to work.

The Outreach Committee consists of five members:

Sharon B., Chair

Ann C.

Betsy G.

Charles Z.

Jay G.

Our Board Liaison is Nancy O.,

**Spanish Outreach Committee (SPO)**

El Comité de Divulgación, a la fecha, 15 de enero de 2019 está compuesto por 3 miembros: Angélica de Texas quien responde la línea telefónica, Nadia de Argentina y María de Ecuador que contestan los mails, con el apoyo de Linda como enlace.

* En el último trimestre de 2018, el Comité:

-Contestó 26 llamadas telefónicas. 10 se originaron en Estados Unidos donde no hay grupos de habla hispana.

-Respondió 33 mails. 6 de lugares del mundo donde no hay grupos presenciales.

* El 24 de noviembre el Comité se reunió y se establecieron las siguientes pautas:

-Registrar a los nuevos grupos de habla hispana desde la página de CoDA en inglés. Divulgación de los mismos.

-Estrategias de atracción de nuevos miembros al Comité.

-Línea de SMS para Estados Unidos. Se busca alternativas más convenientes para prestar el servicio.

El servicio de mail se intercambia entre las compañeras de manera semanal y alternada, pero, cada una hace un seguimiento de los mails que respondió aunque los mismos lleguen en la semana de rotación.

El período para responder los mismos es de 7 días como máximo.

Tenemos un formato de referencia que fue aprobado por la Conferencia, donde los codependientes encuentran el material necesario para comenzar en su trabajo de recuperación. Agregamos al mismo la respuesta personalizada según la consulta que se haga.

La mayoría de los correos entrantes son acerca de grupos, presenciales o alternativos. También hay preguntas acerca del programa. Para responderlas nos basamos en la literatura, la cual citamos textualmente y agregamos la experiencia personal para que la respuesta sea más cálida. Cuando un compañero desea abrir una nueva reunión, luego del asesoramiento y el apoyo para hacerlo, lo invitamos a subir al grupo de Whatsapp Apoyo a Grupos Nuevos, donde los compañeros y RSGs de habla hispana hacemos consultas que son respondidas desde la literatura y la experiencia personal.

El servicio de respuesta de mail es muy gratificante porque nos da la posibilidad de acercar a los Codependientes que aún sufren a una reunión y crecer en el conocimiento del programa cuando los mails buscan respuestas desde la literatura.

Bueno en el servicio de contestar las llamadas las preguntas son ¿Cómo o dónde encuentro una reunión cerca del lugar donde vivo?
Por lo regular, cuando no hay reunión presencial refiero a los grupos alternativos por teléfono y por Skype. En realidad son pocos los que llegan buscando un grupo alternativo. Mi experiencia de contestar la línea es muy gratificante y darme la oportunidad de hacer este voluntariado me ha ayudado a crecer más en mi programa. El escuchar que las personas nuevas decían que se les había referido al grupo por medio de la línea de información al principio me resultaba algo abrumador, aunque ya con el tiempo he ido asimilando esto y me recuerdo que esto es sólo un servicio para así poder regresar lo mucho que he recibido de CoDA.

El Comité tiene presencia en el Foro de Información para Codependientes y en el chat Apoyo a Grupos Nuevos.

Miembros: Angélica C/TX; Nadia R/Argentina; María N/Ecuador

**SSC Committee**

The Fellowship Service Manual (FSM) was updated and sent for review within 2 weeks of the end of the CoDA Service Conference (CSC) and the International CoDA Convention (ICC) which was our goal. After review by the board and all committees it was posted on the website where it can be found at <http://coda.org/index.cfm/service-info/fellowship-services-manual-fsm/>. A new Glossary section was created and is available along with the 5 parts of the FSM.

The CoDA Welcome, both the short and the long version, were modified based on a motion that passed at CSC. The modification changed “sometimes extremely dysfunctional family systems” to “sometimes extremely dysfunctional families and other systems”. The new versions have been posted on the website. They can be reached by following this link <http://coda.org/index.cfm/meeting-materials1/> and then selecting Meeting Handbook.

3 of our 5 members have joined the Restructure Ad-Hoc Committee and Evie has been working with John R of the Communications committee to prepare for the first con call which is scheduled for January 13.

We have begun working on the following:

* Determining what we want to store on our pages on the website
* Revising the 12 Service Concepts to make them more applicable and usable throughout the Fellowship
* Additional FSM improvements

**Members**

Evie S, formerly SoCal, now CT - Chair

Dave S, PA

Leo C, formerly SoCal, now CT

Sara J, AZ

Scott R, AZ

**Board Liaison**

Primary – Jen L

Backup – Matt T

**Translation Management Committee (TMC)**

The Translation Management Committee (TMC) continues to manage the legal documentation necessary for CoDA to protect and maintain its intellectual property rights where translation and publication of CoDA materials are concerned.

TMC meets monthly and the chair meets once a month with a representative of the CoDA, Inc. Board (Board). Currently that board member is our board liaison and the legal liaison for CoDA, Inc.

A challenge to legal wording in the Translation Agreement, Copyright Assignments, and Publication and Distribution Agreement used to protect CoDA, Inc.’s intellectual property rights was mediated by the Issues Mediation Committee (IMC). It was determined that the CoDA, Inc. Board (Board) could not negotiate away those protections at the request of a Voting Entity.

To protect CoDA’s ownership of those materials in the world outside the fellowship (copyright law) legal paperwork is necessary. A gentleperson’s agreement is not binding. The current templates were developed by CoDA,Inc.’s intellectual properties lawyer.

As a result of this decision a translation was removed by the translator from use by CoDA, Inc. and its fellowship.

Another country was added to the list of those who are using CoDA materials for personal gain and without CoDA,Inc. permission in violation of Copyright law.

TMC is creating a list with information on access to CoDA materials in Countries and / or Languages legally Publishing and Distributing CoDA literature in Translation and English outside the United States of America. Once completed, this list will be posted on the website and given to CoRe for distribution. If you are using CoDA materials and they are not coming from CoRe or a legal distributor on the list please inform TMC (tmc@coda.org) or the CoDA Board (board@coda.org).

Implementation of “the suggested guidelines for a World Level Committee” was discussed. It was decided to use an abridged version of the committee minutes for posting (especially to honor fellowship concerns for anonymity).

Our Policy and Procedures Manual was sent to SOS for formatting and posting.

Translation Management continues to define and refine its procedures and put them in writing.

Training of TMC members is ongoing.

Currently TMC is actively working on agreements with the following Countries: Brazil, China, French Canadian Canada, Lithuania, Russia, Iran/Farsi, Japan, and UK

Work with the following countries has been tabled at their request: Holland, Sweden, Denmark.

As always we welcome any people interested in translating CoDA literature to contact us at tmc@coda.org. We also welcome anyone interested in joining our committee to help spread the CoDA word throughout the world to contact us at tmc@coda.org.

Members

Crystal Z – Massachusetts - chair

Courtney F - Florida

Michael C – Arizona

Su E – UK

Tatiana K – Russia

Lilliana – California

board Liaisons

 Don B – California

 Nancy O – Canada

**World Connections Committee (WCC)**

**CSC 2018 San Diego**

World Connections Committee (WCC) Held it’s morning Breakfast during the CSC, which was successful meeting with different committee to discuss the development of WCC. Some of those ideas were put into the Policies and Procedures. Other times during the breakfast, we were able to help with the set up some of the presentations. Corrections of English grammar with in the power point presentations from our foreign presenters.

**During the CSC were Countries Presentations**;

Video Presentations: Netherlands Germany Guatemala

Written Presentations: Iran, Argentina

In person: Russia, Colombia, Italy

**Meetings:**

October 27 2018, LGBTQIA sub group theme

December 12018, Policies and procedures review, old new business

**Policies and Procedures:**

We have been working on the policies, and have gone through four revisions making edits, changes to craft a document that is a good representation of what WCC is all about. We are coming to the end of the revisions and will submit a final Version once it is available.

**Email List:**

We are creating a list to use with our correspondence systems.

**Sub Groups:**

Spanish Speaking Sub group

LGBTQIA Sub group

Next Meeting will be January 26, 2019 8:00 am Phoenix Time.